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# ***VOLUNTEER OPPORTUNITY***

## **ENFORCEMENT INTERN STATEWIDE ENFORCEMENT PROGRAM**

### **FULL OR PART-TIME VOLUNTEER POSITIONS**

#### **OPPORTUNITIES STATEWIDE**

The California Coastal Commission is a state agency charged with protecting coastal resources and managing coastal development in California. The mission of the Commission is to provide for balanced use of the coastal zone and to protect, restore and enhance coastal and marine resources for the continuing benefit of current and future generations. A Coastal Commission internship is a great opportunity to learn more about how a government agency functions and to obtain useful job experience for pursuit of a professional career in land use law or environmental management.

**The Position.** The Coastal Commission is seeking motivated individuals to assist in the investigation and resolution of Coastal Act violation cases that can involve either unpermitted development activities or activities undertaken in violation of a Commission permit. The position will involve investigation and collection of evidence, analysis of fact patterns; dispute resolution and settlement negotiations; verbal and written contact with alleged violators and work as a member of a team of analysts assigned to the Enforcement Program. The Commission is looking for volunteer interns in Long Beach and Ventura to assist with enforcement cases.

This position requires an understanding of basic environmental terms and concepts and an ability to independently analyze planning, environmental and legal documents. The most important qualifications we seek are: an ability to extract and analyze information from complex files and reports; independent and professional work habits; the ability to take direction and work with others; a commitment to quality work and attention to detail. Computer skills are highly desirable.

We typically request a minimum commitment of 15 to 20 hours per week for a 6-month period, or 30 to 40 hours per week for a 3-month period.

**Qualifications.** Knowledge of the Coastal Act, the Commission's permit and planning process, CEQA and some experience with legal issues is desired. Persons with the following education and/or work experience would be preferred: land use planning and regulation, environmental law, environmental science, water quality, geology, or related fields. The successful candidate(s) will demonstrate strong analytical skills and the ability to research and interpret legal coastal resource issues. Strong writing and speaking skills and the ability to work as a team member is critical.

(Over)

**ELIGIBILITY:** Equivalent to graduation from college with a major or minor in urban, regional or environmental planning, environmental law, environmental science, water quality, earth sciences, geography or a related field. **OR:** Graduate student in a college or university of recognized standing in the same fields. **OR:** Equivalent to graduation from a 4-year college with any major and six months intern experience with supervised practical training comparable to Student Assistant, Graduate Student Assistant or Environmental Services Intern in a work assignment related to planning, managing or regulating uses of land or water.

**CONTACTS:** Aaron McLendon, Statewide Enforcement Program Supervisor (For placements in Long Beach)  
(562) 590-5071; [amclendon@coastal.ca.gov](mailto:amclendon@coastal.ca.gov)

Andrew Willis, Enforcement Analyst (For placements in Long Beach)  
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Pat Veasart, Southern California District Enforcement Program Supervisor (For placements in Ventura and San Diego)  
(805) 585-1800; [pveesart@coastal.ca.gov](mailto:pveesart@coastal.ca.gov)

Heather Johnston, Northern California District Enforcement Program Supervisor (For placements in San Francisco, Santa Cruz and Arcata)  
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**FILING:** Applications accepted until the positions are filled. A statement of interest, current resume, and a brief (no more than 5 pages) writing sample that demonstrates analytical abilities are required. Please submit (by email or USPS) to:

Aaron McLendon – Legal Division  
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For more information about the Commission and what we do, visit our Internet website at:  
[www.coastal.ca.gov](http://www.coastal.ca.gov).

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

TDD for the Hearing Impaired (415) 597-5885